

9 March 1979

Classification Review Procedure

CRP 79-8

HANDLING OF DOCUMENTS WITH NO CLASSIFICATION MARKINGS  
OR THOSE MARKED "UNCLASSIFIED," "RESTRICTED," OR "OFFICIAL USE ONLY"

Unmarked Documents:

1. When a document with no classification marking is encountered during the systematic review process, it should be reviewed to determine if the proper security classification marking may have been inadvertently omitted.
2. If classification is necessary, follow the procedure outlined in CRP 79-7.
3. If the unmarked document is determined to be unclassified and may be released, it should be stamped with the reviewer's stamp (to indicate that it has in fact been reviewed), numbered, and checked "declassified."
4. On the data input form the original classification will be indicated as "M" (a new code assigned for unmarked documents). Statistical accounting for this type of review will be noted on the stat sheet in the "declassified" column.

"Unclassified" Documents:

1. If a document is marked "unclassified," it should be reviewed to be sure the information is unclassified, stamped, numbered, and checked "no change in classification."
2. A data input form will be filled out indicating "U" in both the original classification and review classification fields.

"Restricted" Documents (not to be confused with "Restricted Data"):

1. The document should be reviewed to determine if it can be declassified or if it requires a change to "Confidential."
2. Stamp and number the document and check either "declassified" or "Change classification to" as appropriate.

3. Enter "R" in the original classification box and indicate the appropriate review classification on form 4023A.

"Official Use Only" Documents:

1. Such documents should be treated as "unclassified" and a "U" placed in the original classification field on form 4023A.
2. Review the document for sensitivity of information. If classification is necessary, follow instructions in CRP 79-7 and indicate the appropriate review classification on the stamp and on form 4023A.
3. If classification is not necessary, check "no change in classification" on the stamp and enter a "U" in the review classification field.
4. In some cases OUO documents may contain several names of overt Agency employees. Even though CRP 79-13 directs that three or more names constitute a list and will be classified, this CRP provides an exception to that rule in the case of OUO documents.



Chief,  
Classification Review Group

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